

INFORMATION MANUAL OF THE NORTH-WEST UNIVERSITY

(as required in terms of section 14 of the Promotion of Access to Information Act, 2 of 2000)

1 Structure and functions

The Statute of the North-West University describes the governance structures and other structures of the university in Chapter 2.

The [Statute](#) was published in the Government Gazette Nr. 43288 on 8 May 2020 and describes the structure and functions of the university.

2 Contact details of information officer and deputy information officers and head of the body

2.1 Information Officer and head of the body

Name: Dr MB Tyobeka
Street Address: 11 Hoffman Street, Potchefstroom
Postal Address: Private Bag X6001
Potchefstroom
2520
Telephone Number: 018-285-3001
Electronic Mail: Bismark.Tyobeka@nwu.ac.za

2.2 Deputy Information Officer

Name: Prof MM Verhoef, Registrar
Street Address: 11 Hoffman Street, Potchefstroom
Postal Address: Private Bag X6001
Potchefstroom
2520
Telephone Number: 018-299-2612
Electronic Mail: marlene.verhoef@nwu.ac.za

2.3 Deputy Information Officer

Name: Prof MJ Mphahlele, Deputy Vice-Chancellor – Research and Innovation
Street Address: 11 Hoffman Street, Potchefstroom
Postal Address: Private Bag X6001
Potchefstroom
2520
Telephone Number: 018-299-4926
Electronic Mail: Jeffrey.Mphahlele@nwu.ac.za

3 The Human Rights Commission Guide

The guide (containing information on how to gain access to information for any person who wishes to exercise any right contemplated in the Act), is available from the South African Human Rights Commission.

The contact details are as follows:

- www.sahrc.org.za
- paia@sahrc.org.za

4 Request for access to information

All persons wanting to make an application for access to records held by the NWU may obtain the prescribed request form (as published in the Government Gazette (Govt. Notice R187 – 15 February 2002 Form A) from the Registrar's office, whose details are as follows:

Street Address: 11 Hoffman Street, Potchefstroom

Postal Address: Private Bag X6001

Potchefstroom

2520

Telephone Number: 018-299-2612

Electronic Mail: 10935746@nwu.ac.za

5 Description of the subjects on which this institution holds records and categories of records held on each subject

The [NWU Records Management Policy](#) as well as the NWU File plan and disposal schedule (available on request from the Records Manager) provide an indication of the records the NWU keep and the manner in which they are managed.

Please note that not all records listed in the NWU File plan and disposal schedule will necessarily be made available on demand, seeing that certain records are fully or partially confidential and your request for access thereto is subject to the right you are protecting or exercising, as well as the internal disposal procedures followed by the NWU.

Original details: (11664754) P:\1. Governance\1.1 Legislation and related administrative processes\1.1.4_PAIA\Information Manual of the North-West University.docm
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Current details: (11664754) [https://nwucloud.sharepoint.com/sites/ProtectionofPersonalInformation-PAIA/Shared%20Documents/PAIA/Information%20Manual/Information Manual of the North-West University.docm](https://nwucloud.sharepoint.com/sites/ProtectionofPersonalInformation-PAIA/Shared%20Documents/PAIA/Information%20Manual/Information%20Manual%20of%20the%20North-West%20University.docm)
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